

SUBJECT: GUIDELINES FOR CHANGES IN STREET AND ROAD NAMES
WITHIN THE CITY OF SCHERTZ

1. The applicant seeking to name or rename a street within the City limits shall have written verification from the San Antonio Post Office that the proposed name has the Post Office's authorization. Street names shall be limited to no more than fourteen (14) characters.
2. The applicant seeking street name changes shall contact a Building Inspector or other authorized official as to what street or road the name change will effect. Applicant must provide names and addresses of effected property owners.
3. The City shall send letters to all owners of property adjacent to the street or road in question advising them of the proposed name change. The letters shall be mailed ten (10) days prior to the street name change being placed on the Planning and Zoning agenda along with the dates and times of the public hearings for the Planning and Zoning Commission and City Council meetings. Prior to a public hearing of the Planning and Zoning Commission, the City Staff will also consult the Schertz Police Department, Fire Department, SAFES and E-911 District concerning the name change and place any written recommendations from those departments in the Planning and Zoning packet prior to the scheduled meeting.
4. Following the public hearing, the Commission has 10 days in which to make a recommendation to City Council. Following receipt of the Planning and Zoning recommendation, City Council will schedule a public hearing to consider the request for street name change.
5. It is strongly advised that all interested property owners along the effected street or road attend the Planning and Zoning meeting to state their opinions concerning the name change.
6. Upon adoption of a street name change, notification of such change will follow procedures similar to those used for notification of an annexation, including E-911 District.

Approved: [Signature] 5-1-89